



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT PROCUREMENT SPECIALIST
PROCUREMENT SPECIALIST
SENIOR PROCUREMENT SPECIALIST

Class No. 002601
Class No. 002610
Class No. 002640

■ CLASSIFICATION PURPOSE

To purchase supplies, services, food, and equipment in the required quantity and quality; to obtain items via formal two-party contracts utilizing formally advertised invitations for bid and request for quotations; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Procurement Specialist series is a professional-level class performing a wide variety of buying and purchasing activities. Positions in this class are allocated only to the Department of Purchasing and Contracting. These classes differ from the Procurement Contracting Officer in that the latter is responsible for developing procurement strategies and documents, and negotiating fixed-price and cost-type contracts for services that normally cannot be obtained by means of formal advertising.

Assistant Procurement Specialist:

This is the entry-level class. Under direct supervision, incumbents learn to perform progressively more responsible and difficult purchasing of supplies, equipment and services, and have signature authority up to \$5,000.

Procurement Specialist:

This is the journey-level class. Under general supervision, incumbents independently purchase supplies, equipment and services, and have signature authority up to \$10,000.

Senior Procurement Specialist:

This is the lead-level class. Under general direction, incumbent provides technical guidance and leadership to other Procurement Specialists. The Senior Procurement Specialist is responsible for the most complex and difficult purchasing duties and may be assigned to supervise a unit of subordinate Procurement Specialists. They have signature authority up to \$50,000.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Assistant Procurement Specialist/Procurement Specialist

Essential Functions:

1. Reviews requisitions and specifications using on-line requisition system.
2. Advises user department representatives on purchase methods and alternate products and may recommend substitutes.
3. Solicits quotations and bids.
4. Negotiates prices and terms.
5. Originates purchase orders.
6. Resolves discrepancies and invoice problems.
7. Develops and maintains bidders' lists.
8. Prepares formal invitations for bids and requests for quotations, including required special terms and conditions, performance, and technical criteria.

9. Selects suppliers from bidders' lists.
10. Makes award determinations.
11. Corresponds and communicates with suppliers and departments regarding services and complaints.
12. Recommends new or revised purchasing procedures.
13. Maintains individual workload statistics.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
15. Assists suppliers in registering on County self-service website to receive solicitations.
16. Procurement Specialists/Senior Procurement Specialists make presentations to groups; Assistant Procurement Specialists assist in such presentations.

Senior Procurement Specialist

Essential Functions:

All the duties listed above and

1. Coordinates specification preparation, and secures bids/proposals.
2. Negotiates contracts and makes awards.
3. Serves as advisor to subordinate buyers on unusual or difficult policy problems.
4. Participates in hiring of staff; consults with user department personnel concerning requirements.
5. Acts as chairperson of standards committee for countywide use of specified items; recommends review of revised purchasing procedures; serves on other purchasing related committees.
6. May supervise and train subordinate staff, including evaluation and discipline.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Purchasing practices and procedures, including the competitive bid system.
- Supplier practices regarding pricing, material management, shipping, warranties and invoicing.
- General business practices and procedures.
- Accounting principles.
- Material management systems.
- Negotiated procurement via Request for Proposals.
- Principles and practices of public sector purchasing.
- Contracting law, Uniform Commercial Code, and other laws and regulations pertaining to the solicitation of bids/proposals, evaluation of offers, negotiations and awarding of contracts.
- County customer service objectives and strategies.

Senior Procurement Specialist (in addition to the above):

- Principles of employee supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Use electronic purchasing systems, modern office equipment and software.
- Read, interpret and explain laws, rules and office policies and procedures.
- Follow written and oral instructions.
- Perform basic math; use and calculate measuring units.
- File records alphabetically and numerically.
- Prepare written records and complete logs.
- Compile data for purposes of bidding and awarding contracts.

- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Procurement Specialist (in addition to the above):

- Perform cost and price analysis.
- Negotiate business agreements.
- Organize and prioritize unit workload to meet deadlines and operating needs.
- Supervise, train, and evaluate subordinates.
- Supervise County credit card program.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. A combination of qualifying education and experience may be considered. Examples of qualifying education/experience are:

Assistant Procurement Specialist:

1. An associate of arts degree from an accredited U.S. college or university, or certified foreign studies equivalent in business administration, accounting, finance, marketing, economics or a closely related field; OR
2. Two (2) years of progressively responsible buying experience, purchasing of a variety of commodities and services in a service industry or public agency; OR
3. Possession of a C.P.P.B., A.P.P., C.P.M., C.P.P.O., C.P.C.M., or C.A.C.M. certificate in purchasing/procurement management, as described under Certification/Registration.

Procurement Specialist:

1. A bachelor's degree from an accredited U.S. college or university, or certified foreign studies equivalent in business administration, accounting, finance, marketing, economics or a closely related field; AND one (1) year of progressively responsible buying experience, purchasing of a variety of commodities and services in a highly regulated industry or public agency; OR
2. Five (5) years of progressively responsible buying experience, purchasing a variety of commodities and services in a highly regulated industry or public agency; OR
3. Possession of a C.P.M., C.P.P.O., C.P.C.M., or C.A.C.M. certificate in purchasing/procurement management, as described under Certification/Registration; OR
4. Three (3) years of experience as an Assistant Procurement Specialist with the County of San Diego.

Senior Procurement Specialist:

1. A bachelor's degree from an accredited college or university in business administration, accounting, finance, marketing, economics or a closely related field; AND two (2) years of progressively responsible buying experience, at the journey-level, purchasing of a variety of commodities and services in a highly regulated industry or public agency; OR
2. Six (6) years of progressively responsible buying experience, at the journey-level, purchasing a variety of commodities and services in a highly regulated service industry or public agency; OR
3. Possession of a C.P.M., C.P.P.O., C.P.C.M., or C.A.C.M. certificate in purchasing/procurement management, as described under Certification/Registration AND one (1) additional year of progressively responsible buying experience, at the journey-level, purchasing a variety of commodities and services in a highly regulated service industry or public agency; OR
4. One (1) year of experience as a Procurement Specialist with the County of San Diego.

Notes: Procurement Specialist & Senior Procurement Specialist – Any combination of verifiable education, training, and/or experience that demonstrates possession of the knowledge, skills, and abilities may be considered qualifying. Applicants must possess a minimum of one (1) year of the experience described above. Possession of a C.P.M., C.P.P.O., C.P.C.M., or C.A.C.M. certificate in purchasing/procurement management, as described under Certification/Registration is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Possession of a certificate in purchasing/procurement management is highly desirable. Examples of desirable certificate programs include: Certified Professional Public Buyer (C.P.P.B.) from the Universal Public Purchasing Certification Council (U.P.P.C.); Certified Public Purchasing Officer (C.P.P.O.) from the U.P.P.C.; Accredited Purchasing Practitioner (A.P.P.) from the National Association of Purchasing Management (N.A.P.M.); Certified Purchasing Manager (C.P.M.) from the N.A.P.M.; Certified Professional Contracts Manager (C.P.C.M.) from the National Contract Management Association (N.C.M.A.); or Certified Associate Contracts Manager (C.A.C.M.) from the N.C.M.A.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Assistant Procurement Specialist:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Procurement Specialist:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Senior Procurement Specialist:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 25, 1982

Revised: November 17, 2005

Reviewed: Fall 2005

Revised: June 23, 2006

Assistant Procurement Specialist (Class No. 002601)
Procurement Specialist (Class No. 002610)
Senior Procurement Specialist (Class No. 002640)

Union Code: AE	Variable Entry: Y
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